Approved For Release 2003/11/04: CIA-RDP67B00446R000500200037-5

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We are pleased to inform you that your appointment with this Agency has been approved at Grade GS-3, salary \$4005.00 per annum.

Tour permanent employment will depend upon the completion of the following processing at the time of entering on duty: taking the oath of office, signing a loyalty affidavit, participating in a polygraph interview and completing a medical examination which will include determination of physical health and emotional stability. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment.

We hope you will be able to join us at an early date. Please

dial and ask for on Tuesday through Friday STAT

in order to arrange an entrance-on-duty date. We would appreciate

your selecting a Monday as an entrance-on-duty day.

If you have any problems will be giad to discuss STAT

them with you when you call.

Please report to the Receptionist at 1016 - 16th Street, N. W.,

Reem 201 at 8:45 a.m. and ask for on the reporting for STAT

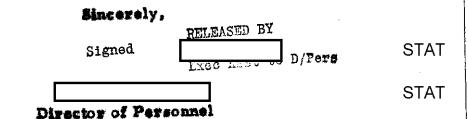
daty date that you establish with this office. This address is located

Your gross earnings will be subject to deductions for Federal income tax and $6\frac{1}{2}$ percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance,

on 16th Street between K and L Streets opposite Hotel Statier.

which will be discussed with you at the time of your entrance on duty, are available to Federal civilian employees. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Waiver of Life Insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after your entrance on duty.



Referred by: Senator Jennings Randolph